

CITY COUNCIL AGENDA ITEM COVER MEMO

Agenda Item Number: _____

Meeting Type: Regular

Meeting Date: 06/23/2016

Action Requested By: Police

Agenda Type: Resolution

Subject Matter:

FY 2016 Edward Byrne Memorial Justice Assistance Grant (JAG) Program grant application.

Exact Wording for the Agenda:

Resolution authorizing the Mayor to enter into an Agreement between the City of Huntsville and the U.S. Department of Justice for the FY 2016 Edward Byrne Memorial Justice Assistance Grant.

Note: If amendment, Please state title and number of the original

Item to be considered for: Action

Unanimous Consent Required: No

Briefly state why the action is required; why it is recommended; what council action will provide, allow and accomplish and; any other information that might be helpful.

Grant application in the amount of \$168,369.00, to be split with the Madison County Commission at the ratio of 50/50 (\$84,184.50 for the Huntsville Police Dept. and \$84,184.50 for the Madison County Commission).

Associated Cost: 0

Budgeted Item: Not Applicable

MAYOR RECOMMENDS OR CONCURS: _____

Department Head: _____

Mark M. Mung

Date: 06/06/2016

ROUTING SLIP CONTRACTS AND AGREEMENTS

Originating Department: Police

Council Meeting Date: 6/23/2016

Department Contact: Tamara Doyle

Phone # (256) 427-7130

Contract or Agreement: Grant application for FY 2016 Edward Byrne Memorial Justice Assistance Gra...

Document Name:

City Obligation Amount:

Total Project Budget: \$ 168,369

Uncommitted Account Balance:

Account Number:

Procurement Agreements

<u>Select...</u>	<u>Select...</u>
------------------	------------------

Grant-Funded Agreements

Federal Justice	Grant Name:
	<u>FY 2016 Edward Byrne Memorial Justice Assistance Grant (JAG)</u>

Department	Signature	Date
1) Originating	<i>Mark M. Munn</i>	<i>6/6/16</i>
2) Legal	<i>Mary A. Cates</i>	<i>6/14/16</i>
3) Finance	<i>M. Barger</i>	<i>6-15-16</i>
4) Originating		
5) Copy Distribution		
a. Mayor's office (1 copies)		
b. Clerk-Treasurer (Original & 2 copies)		

RESOLUTION NO. 16- _____

WHEREAS, the City of Huntsville has executed all procedural requirements for a grant to fund the purchase of equipment for police officers to be used by the Huntsville Police Department; and

WHEREAS, these funds have already been allocated specifically for use by the Huntsville Police Department, by the U.S. Department of Justice, in the amount of \$168,369.00; and

WHEREAS, the funds allocated will be split with the Madison County Commission at the ratio of 50/50, with \$84,184.50 being awarded to the Huntsville Police Department and \$84,184.50 being awarded to the Madison County Commission; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Huntsville, Alabama that the Mayor is authorized to execute the grant application and special conditions documents on behalf of the City of Huntsville with the U.S. Department of Justice for the award of funding for the FY 2016 Edward Byrne Memorial Justice Assistance Grant Program consisting of twenty-seven (27) pages attached hereto and identified as "FY 2016 Edward Byrne Memorial Justice Assistance Grant Program between the City of Huntsville, Alabama, and the United States Department of Justice"; and

BE IT FURTHER RESOLVED that in the event that such grant is awarded, the Mayor of the City of Huntsville, Alabama, is hereby authorized, requested, and directed, on behalf of the City of Huntsville, Alabama, to enter into such grant agreement with the U.S. Department of Justice, and to submit such supporting and collateral materials as required.

ADOPTED this 23rd day of June, 2016.

President of the City Council of
the City of Huntsville, Alabama

APPROVED this 23rd day of June, 2016.

Mayor of the City of Huntsville,
Alabama

<https://grants.ojp.usdoj.gov/gmsexternal/applicationReview.do?print=yes>

		ON ANY FEDERAL DEBT?
TOTAL	\$168,369	N

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.

[Close Window](#)

Mayor of the City of Huntsville, Al

Date



Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation 2016-H3024-AL-DJ


[Application](#)
[Correspondence](#)

Switch to ... ▼

Application Handbook

Assurances and Certifications

[Overview](#)
[Applicant
Information](#)
[Project Information](#)
[Budget and
Program
Attachments](#)
[Assurances and
Certifications](#)
[Review SF 424](#)
[Submit Application](#)
[Help/Frequently
Asked Questions](#)
[GMS Home](#)
[Log Off](#)

To the best of my knowledge and belief, all data in this application/preapplication is true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.

Your typed name, in lieu of your signature represents your legal binding acceptance of the terms of this application and your statement of the veracity of the representations made in this application. The document has been duly authorized by the governing body of the applicant and the applicant will comply with the following:

1. [Assurances](#)
2. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace requirements.](#)

If you are an applicant for any Violence Against Women grants, this includes the Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act.

*Prefix:	Mr. ▼
Prefix (Other):	
*First Name:	Tommy
Middle Initial:	
*Last Name:	Battle
Suffix	Suffix: ▼
Suffix (Other):	
*Title:	Mayor
*Address Line 1:	308 Fountain Circle
Address Line 2:	
*City:	Huntsville
County:	Madison
*State:	Alabama ▼
*Zip Code:	35801 - 0308 Zip+4 Lookup
*Phone:	256 - 427 - 5000 Ext :
Fax:	256 - 427 - 6773

*E-mail:

tommy.battle@huntsvilleal.gc [Email Help](#)

☐ I have examined the information provided here regarding the signing authority and certify it is accurate. I am the signing authority, or have been delegated or designated formally as the signing authority by the appropriate authority of official, to provide the information requested throughout this application system on behalf of this jurisdiction. Information regarding the signing authority, or the delegation of such authority, has been placed in a file and is available on-site for immediate review.

[Save and Continue](#)



Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation 2016-H3024-AL-DJ


[Application](#)
[Correspondence](#)

Switch to ... ▼

Application Handbook

Budget and Program Attachments

[Overview](#)
[Applicant
Information](#)
[Project Information](#)
[Budget and
Program
Attachments](#)
[Assurances and
Certifications](#)
[Review SF 424](#)
[Submit Application](#)
[Help/Frequently
Asked Questions](#)
[GMS Home](#)
[Log Off](#)

This form allows you to upload the Budget Detail Worksheet, Program Narrative and other Program attachments. Click the Attach button to continue.

PROJECT ABSTRACT.docx	Delete
PROGRAM NARRATIVE.docx	Delete
BUDGET DETAIL & NARRATIVE.docx	Delete
DISCLOSURE OF HIGH RISK STATUS.docx	Delete
REVIEW NARRATIVE.pdf	Delete
MOU explanation.docx	Delete
DISCLOSURE OF PENDING APPLICATIONS.docx	Delete
FINANCIAL MANAGEMENT & SYSTEM OF INTERNAL CONTROLS QUESTIONNAIRE.pdf	Delete
DISCLOSURE OF LOBBYING ACTIVITIES.pdf	Delete
Click on the Attach Button to upload an attachment	Attach

[Continue](#)

Your files have been successfully attached, but the application has not been submitted to OJP. Please continue with your application.



Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation 2016-H3024-AL-DJ


[Application](#)
[Correspondence](#)

Switch to ... ▼

Application Handbook

Project Information

[Overview](#)
[Applicant
Information](#)
[Project Information](#)
[Budget and
Program
Attachments](#)
[Assurances and
Certifications](#)
[Review SF 424](#)
[Submit Application](#)
[Help/Frequently
Asked Questions](#)
[GMS Home](#)
[Log Off](#)

*Descriptive Title of Applicant's Project

Law Enforcement Equipment Enhancement Program

*Areas Affected by Project

Huntsville, Alabama (Madison County, Alabama)

Proposed Project

 *Start
Date

October ▼

01 ▼

2015 ▼

*End Date

September ▼

30 ▼

2019 ▼

*Congressional Districts of

Project

Congressional District 02, AL ▲

Congressional District 03, AL

Congressional District 04, AL

Congressional District 05, AL ▼

*Estimated Funding

Federal	\$ 168369	.00
Applicant	\$ 0	.00
State	\$ 0	.00
Local	\$ 0	.00
Other	\$ 0	.00
Program Income	\$ 0	.00
TOTAL	\$ 168369	.00

Save and Continue



Application

Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation 2016-H3024-AL-DJ



Correspondence

Switch to ... ▼

Application Handbook

Applicant Information

[Overview](#)

Verify that the following information filled is correct and fill out any missing information. To save changes, click on the "Save and Continue" button.

[Applicant
Information](#)
[Project Information](#)
[Budget and
Program
Attachments](#)
[Assurances and
Certifications](#)
[Review SF 424](#)[Submit Application](#)
[Help/Frequently
Asked Questions](#)
[GMS Home](#)[Log Off](#)

*Is the applicant delinquent on any federal debt	<input type="radio"/> Yes <input checked="" type="radio"/> No
*Employer Identification Number (EIN)	63 - 6001302
*Type of Applicant	Municipal ▼
Type of Applicant (Other):	
*Organizational Unit	City of Huntsville
*Legal Name (Legal Jurisdiction Name)	City of Huntsville
*Vendor Address 1	308 Fountain Circle
Vendor Address 2	
*Vendor City	Huntsville
Vendor County/Parish	Madison
*Vendor State	Alabama ▼
*Vendor ZIP	35801 - 0308 Zip+4 Lookup
Please provide Point of Contact Information for matters involving this application	
*Contact Prefix:	Mrs. ▼
Contact Prefix (Other):	
*Contact First Name:	Tamara
Contact Middle Initial:	
*Contact Last Name:	Doyle
Contact Suffix:	Select a Suffix ▼
Contact Suffix (Other):	
*Contact Title:	Police Grant Manager
*Contact	

Address Line 1:	308 Fountain Circle		
Contact Address Line 2:			
*Contact City	Huntsville		
Contact County:	Madison		
*Contact State:	Alabama ▼		
*Contact Zip Code:	35801	- 0308	Zip+4 Lookup
*Contact Phone Number:	256	427	7130 Ext:
Contact Fax Number:	256	427	6773
*Contact E-mail Address:	tamara.doyle@huntsvilleal.gov		Email Help

[Save and Continue](#)



Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation 2016-H3024-AL-DJ



[Application](#)

[Correspondence](#)

Switch to ... ▼

Application Handbook

Overview

[Overview](#)

[Applicant
Information](#)

[Project Information](#)

[Budget and
Program
Attachments](#)

[Assurances and
Certifications](#)

[Review SF 424](#)

[Submit Application](#)

[Help/Frequently
Asked Questions](#)

[GMS Home](#)

[Log Off](#)

This handbook allows you to complete the application process for applying to the Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation. At the end of the application process you will have the opportunity to view and print the SF-424 form.

*Type of Submission	<input type="radio"/> Application Construction <input checked="" type="radio"/> Application Non-Construction <input type="radio"/> Preapplication Construction <input type="radio"/> Preapplication Non-Construction
*Type of Application	New ▼ If Revision, select appropriate option Type of Revision ▼ If Other, specify
*Is application subject to review by state executive order 12372 process?	<input type="radio"/> Yes This preapplication/application was made available to the state executive order 12372 process for review on [] [] [] <input checked="" type="radio"/> No Program is not covered by E.O. 12372 <input type="radio"/> N/A Program has not been selected by state for review

Save and Continue

ABSTRACT

Applicant Name: City of Huntsville, Alabama
Title of Project: Law Enforcement Equipment Enhancement Program

The City of Huntsville, Alabama has been certified as being a disparate jurisdiction. Therefore, the funds will be distributed as follows: Huntsville Police Dept. (\$84,184.50); Madison County Commission (\$84,184.50).

The City of Huntsville, Alabama will serve as the fiscal agent for all funds awarded.

The agencies listed above intend to utilize the FY 2016 Edward Byrne Memorial Justice Assistance Grant for various reasons. The goals of each agency are:

- 1) Provide funding for Taser's to be deployed within the Huntsville Police Department
- 2) Provide funding for necessary equipment purchases within the Madison County Sheriff's Department
- 3) Provide funding for Courtroom Technology purchases within the Madison County District Attorney's Office

Each agency listed above will be financially responsible for all individual purchases. However, coordination for reimbursement/payments will be made through the Huntsville Police Dept. Grant Manager.

FY 2016 JAG Project Identifiers

- 1) Computer Software/Hardware
- 2) Equipment General
- 3) Prosecution
- 4) Officer Safety
- 5) Less than Lethal

PROGRAM NARRATIVE

The City of Huntsville Alabama will be distributing the FY 2016 JAG Program funds as follows:

City of Huntsville, Alabama	\$ 84,184.50	(Huntsville Police Department)
Madison County Commission	\$ 84,184.50	(District Attorney Office and Sheriff's Office)

The City of Huntsville, Alabama Police Department will be concentrating on their "Law Enforcement Equipment Enhancement Program" by utilizing the funds in this FY 2016 JAG Program to purchase Taser's, extended batteries, and holsters.

The Huntsville Police Department is planning to deploy electronic control devices. The objective of this project is to purchase eighty-five (85) electronic control devices to issue to sworn personnel. This purchase will provide Police Officers with a less lethal option that permits personnel to gain control over suspects with less risk of injury to the suspects or Officers.

Agencies deploying electronic control devices have consistently reported a significant reduction in officer injuries, suspect injuries, and total uses of force. The Huntsville Police Department favors the use of electronic control devices because they allow the Officer to gain control over suspects without having to use hand-to-hand restraint techniques, OC spray, or batons.

The 2016 JAG funds will allow the Huntsville Police Department to purchase necessary equipment they otherwise would not be able to purchase due to budget constraints.

The Madison County District Attorney's Office will be concentrating on their "Technology and Software Upgrade Program" by utilizing funds in this FY 2016 JAG Program to purchase courtroom technology.

The District Attorney's Office wishes to expand its courtroom technology for their prosecutors by providing necessary up-to-date equipment, software, and technical training.

The battle against legal defense teams with unlimited funds for paid experts and high tech software and equipment is becoming increasingly harder to defeat. These new technology purchases will allow our prosecutors to be better prepared and armed with competing technology. It is an established fact that the use of technology in the courtroom is a more effective means by which to prove cases to a jury.

The Madison County District Attorney's Office believes that, with the FY 2016 JAG funds, their office will gain a stronger reputation of being more prepared in fighting crime and will receive higher conviction rates with lengthy sentences by utilizing the new courtroom technology. They feel this will not only make a positive impact on their caseload, but also allow them to purchase equipment they could not otherwise purchase due to a limited technology budget.

The 2016 JAG funds will allow the Madison County District Attorney's Office to purchase necessary equipment they otherwise would not be able to purchase due to budget constraints.

The Madison County Sheriff's Office will be concentrating on their "Law Enforcement Equipment Enhancement Program" by utilizing the funds in this FY 2016 JAG Program to purchase necessary law enforcement equipment to increase officer and civilian safety through the use of improved equipment.

The Madison County Sheriff's Office has identified their existing Hostage Negotiators "throw phone" as obsolete and inoperable. Currently, when the need for a "throw phone" becomes necessary, it must be borrowed from the Huntsville Police Department.

When the actions of a violent or disturbed individual results in a crisis situation, law enforcement personnel are often forced to react to a high-risk situation where the subject may be barricaded, have taken hostages or be threatening suicide. They won't know what's inside, if there are firearms or explosives, or the nature of the circumstances they are responding to. SWAT and Negotiator teams must engage the barricaded individual with the full advantage of real-time information and awareness so that the scene is considered from the proper prospective. Incident commanders delivering decisive instruction to the response teams must have accurate, timely information from the very first minutes of the response to ensure the best promise of a peaceful resolution. When there is no telephone accessible to the subject, or the telephone has been disabled as a tactical move by SWAT, law enforcement must reestablish a means of communication. Because of the potential danger posed to negotiators, face-to-face negotiations do not represent an acceptable option. In these situations, the SWAT team often tactically delivers a "throw phone" – either a dedicated cell line or a direct hard line.

The Madison County Sheriff's Office has also identified the need for a rail system and optics for their patrol rifles. They will equip their deputies patrol rifles with a picatinny rail accessory which will allow for the attachment of the already issued weapon flashlight. The existing light would be able to be quickly detached from the deputy's handgun and reattached to the patrol rifle. Currently, deputies have no recommended way of deploying a flashlight with their patrol rifle. A deputy must be able to clearly identify a threat in low light situations and be accurate if the situation presents itself. They will also equip their deputies patrol rifles with a carbine red dot sight. This is an optic that attaches to the top of the patrol rifle. With iron sights, deputies must align their aiming eye perfectly with the sight axis. The eye, the rear iron sight, the front iron sight, and the target must all be exactly aligned. The aiming eye is focused on the front sight, not on the target, and the other eye is typically closed. This technique works very well, but it takes a lot of practice, it tends to fall apart under stress when its needed most and it limits view of the target and the surroundings. With a red dot sight there is no need for eye alignment with the sight axis and eye relief is no longer an issue. The deputy can look through the sight from a position that would be useless for iron sights and still can use the aiming reticle successfully. The shooter no longer needs to focus with one eye on a front sight while the target appears out of focus. For these reasons electronic sights are faster on target and are often said to allow for improved "situational awareness". Additionally, the iron sights, being typically black, can be virtually invisible in low light or when aiming into a dark area. If the target can be seen, a red dot sight can be used to take aim.

The 2016 JAG funds will allow the Madison County Sheriff's Office to purchase necessary equipment they otherwise would not be able to purchase due to budget constraints.

BUDGET DETAIL & NARRATIVE WORKSHEET

A. Personnel-

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
	SUB-TOTAL	<u>\$ 0.00</u>

B. Fringe Benefits-

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
	SUB-TOTAL	<u>\$ 0.00</u>

TOTAL \$0.00

Narrative:

C. Travel-

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Roundtrip Airfare to New York	\$720.00 x 2	\$ 1,440.00
Baggage Fees	\$50.00 x 2	\$ 100.00
Hotel (6 nights)	\$288.58 x 6	\$ 1,731.50
Public Transportation Pass	\$64.25 x 2	\$ 128.50
VM Ware/IT Training Conference	\$4,125.00 x 2	\$ 8,250.00
	TOTAL	<u>\$11,650.00</u>

Narrative: The Madison County District Attorney's Office will send two staff members to an IT Training Conference in New York. Since the IT staff sets up the courtroom prior to trial with whatever technical equipment that will be needed, they must have the knowledge and training on all the new equipment/software that is being purchased. This section contains all of the travel costs associated with that trip.

D. Equipment-

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Tasers (including holster & battery)	\$990.40 x 85	\$ 84,184.50
Hostage Negotiators "Throw Phone" (including video command system)	\$21,490.00 x 1	\$ 21,490.00
Picattiny Rail Accessory	\$125.00 x 40	\$ 5,000.00
Carbine Red Dot Sight/Optic	\$390.05 x 40	\$ 15,602.25
TOTAL		<u>\$126,276.75</u>

Narrative: The Huntsville Police Department will purchase electronic control devices (tasers), including holsters and extended batteries. This purchase will provide police officers with a less lethal option that allows them to gain control over suspects with less risk of injury to the suspects or officers.

The Madison County Sheriff's Dept. will purchase a hostage negotiator "throw phone" module, including video command system, to replace their existing system that is obsolete and inoperable. They will also purchase and equip their deputies patrol rifles with a rail system and optics. The rail system will allow for attachment of the already issued weapon flashlight. The optics (carbine red dot sight) attach to the top of the patrol rifle to aid the deputy in aiming and or focusing on their target.

E. Supplies

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Television for Courtroom (including TV cart)	\$3,832.24 x 1	\$ 3,832.24
Wireless Presentation Adapter	\$316.00 x 2	\$ 632.00
Computer Monitor	\$296.99 x 4	\$ 1,187.96
Velobind System	\$2,129.00 x 1	\$ 2,129.00
Photo Printer (including cartridges)	\$1,200.05 x 1	\$ 1,200.05
TOTAL		<u>\$8,981.25</u>

Narrative: The Madison County District Attorney's office will purchase a television (including a TV cart), computer monitors, and wireless presentation adapters to present information in court

to the judge and jury for up close viewing of evidence. They will purchase a velobind (binder) system to put together and present case information in a professional manner. This will lessen the chance of pages or information being misplaced. They will also purchase a color photo printer to print crime scene photos in office, which is more cost effective than out of office photo processing. These photos are used for discovery and courtroom presentations.

F. Construction

TOTAL \$0.00

G. Consultant/Contracts

TOTAL \$0.00

H. Other Costs

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Virus/Firewall Protection Software (including licenses)	\$19,488.05 x 1	\$ 19,488.05
Crime Scene/Accident Investigation Software	\$329.00 x 2	\$ 658.00
Crime Scene Diagram Software	\$262.99 x 5	\$ 1,314.95
TOTAL		<u>\$21,461.00</u>

Narrative: The Madison County District Attorney's Office will purchase and install anti-virus and firewall protection on their attorney's computers to protect sensitive and confidential case information. They will purchase a crime scene/accident investigation software and crime scene diagram software to allow them the ability to recreate a crash or crime scene with various diagrams, flow charts, and timelines for court cases.

I. Indirect Costs

TOTAL \$0.00

Budget Summary

<u>Budget Category</u>	<u>Amount</u>
A. Personnel	\$ <u>0.00</u>
B. Fringe Benefits	\$ <u>0.00</u>
C. Travel	\$ <u>11,650.00</u>
D. Equipment	\$ <u>126,276.75</u>
E. Supplies	\$ <u>8,981.25</u>
F. Construction	\$ <u>0.00</u>
G. Consultants/Contracts	\$ <u>0.00</u>
H. Other	\$ <u>21,461.00</u>
Total Direct Costs	\$ <u>168,369.00</u>
I. Indirect Cost	\$ <u>0.00</u>
<u>TOTAL PROJECT COSTS</u>	\$ <u>168,369.00</u>

Federal Request \$ 168,369.00

Non-Federal Amount \$ 0.00

DISCLOSURE OF HIGH RISK STATUS

The City of Huntsville, Alabama has not been designated "high risk" by any federal grant making agency.

The Madison County Commission, Madison County, Alabama has not been designated "high risk" by any federal grant making agency.

APPLICANT DISCLOSURE OF PENDING APPLICATIONS

The City of Huntsville, Alabama does not have pending applications submitted within the last twelve (12) months for a federally funded grant or sub-grant (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.

The Madison County Commission, Madison County, Alabama does not have pending applications submitted within the last twelve (12) months for federally funded grants or sub-grants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.

Huntsville Police Department
City of Huntsville
P. O. Box 2085
Huntsville, AL 35804

COMMISSION ON ACCREDITATION
FOR LAW ENFORCEMENT AGENCIES



May 19, 2016

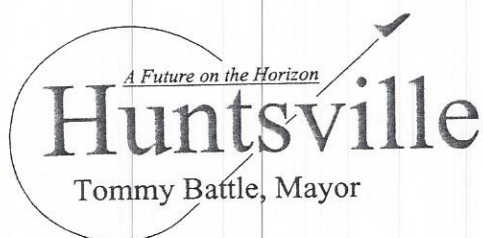
U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

To Whom It May Concern:

The City of Huntsville, Alabama, provided the FY 2016 Edward Byrne Memorial Justice Assistance Grant application to its governing body for review on June 23, 2016. Time did not permit the City of Huntsville, Alabama, (applicant) to fulfill the 30 day governing body review requirement. Therefore, the City of Huntsville, Alabama, (applicant) acknowledges that a withholding of funds special condition will be applied to this award restricting draw-down of funds until the 30 day governing body review requirement has been satisfied on July 25, 2016.

I also certify that the detailed information regarding the City of Huntsville's FY 2016 Edward Byrne Memorial Justice Assistance Grant application has been published on the Huntsville Police Department's webpage since May 17, 2016. This announcement has allowed the citizens of the City of Huntsville the opportunity to comment on this grant solicitation.

Mayor Tommy Battle



The City of Huntsville, AL is currently in the process of obtaining all necessary signatures on the Memorandum of Understanding. This document will be submitted at a later date.



FINANCIAL MANAGEMENT AND SYSTEM OF INTERNAL CONTROLS QUESTIONNAIRE

The financial management system of each non-Federal entity must provide for the following

- Retention requirements for records
- Requests for transfer of records
- Methods for collection, transmission and storage of information
- Access to records
- Restrictions on public access to records

(1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, name of the Federal agency, and name of the pass-through entity, if any.

(2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.

(3) Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

(4) Effective control over, and accountability for, all funds, property, and other assets. The non-Federal entity must adequately safeguard all assets and assure that they are used solely for authorized purposes

(5) Comparison of expenditures with budget amounts for each Federal award.

(6) Written procedures to document the receipt and disbursement of Federal funds including procedures to minimize the time elapsing between the transfer of funds from the United States Treasury or the pass-through entity and the disbursement by the non-Federal entity whether the payment is made by electronic funds transfer, or issuance or redemption of checks, warrants, or payment by other means

(7) Written procedures for determining the allowability of costs.

APPLICANT ORGANIZATIONAL INFORMATION

1. Name of Organization and Address: CITY OF HUNTSVILLE

308 FOUNTAIN CIRCLE
HUNTSVILLE, AL 35801-0308

2. Authorized Representative's Name and Title: TOMMY BATTLE, MAYOR

3. Phone: 256 - 427 - 5000 ext.

4. Fax: 256 - 427- 5257

5. Email: contact@huntsvilleal.gov

6. Year Established:
1811

7. Employer Identification Number (EIN):
63 - 6001302

8. DUNS Number:
07 2093-727

9. Type of Organization:

☐ State ☒ Municipality ☐ Non-Profit ☐ Higher Education ☐ Tribal ☐ For-Profit ☐ Other



AUDIT INFORMATION

An audit is conducted using generally accepted auditing standards (GAAS) or Generally Accepted Governmental Auditing Standards (GAGAS) and results in an audit report with an opinion.

10. The organization has had the undergone the following types of audit(s)(Please check all that apply):

☒ OMB A-133 Single Audit ☒ Financial Statement Audit ☐ Defense Contract Agency Audit (DCAA)

☐ None

☐ Programmatic Audit & Agency: _____

☒ Other Audit & Agency: BEASON & NALLEY PC

11. Fiscal Year of Last Audit:
2014

Name of Audit Agency/Firm:
BEASON & NALLEY PC

AUDITOR'S OPINION:

12. On the most recent audit, what was the auditor's opinion?

☒ Unqualified Opinion ☐ Qualified Opinion ☐ Disclaimer, Going Concern or Adverse Opinions

Please enter the number of findings:

Please enter the amount of questioned costs:

Were material weaknesses noted in either the Financial Statement or Single Audit? ☐ Yes ☒ No

ACCOUNTING SYSTEM

13. Which of the following best describes your accounting system:

☐ Manual ☒ Automated ☐ Combination

14. Does the accounting system identify the receipt and expenditure of program funds separately for each grant?

☒ Yes ☐ No ☐ Not Sure

15. Does the accounting system provide for the recording of expenditures for each grant/contract by budget cost categories shown in the approved budget?

☒ Yes ☐ No ☐ Not Sure

16. Does your accounting system have the capability to document the recording of cost sharing or match for each grant? Can you determine if documentation is available to support recorded match or cost share?

☒ Yes ☐ No ☐ Not Sure

17. Are time distribution records maintained for each employee that specifically identify effort charged to a particular grant or cost objective?

☒ Yes ☐ No ☐ Not Sure

18. Does the accounting/financial system include budgetary controls to preclude incurring obligations or costs in excess of total funds available or by budget cost category (e.g. Personnel, Travel, etc.)?

☒ Yes ☐ No ☐ Not Sure

19. Is the organization familiar with the existing Federal regulation and guidelines containing the Cost Principles and procedures for the determination and allowance of costs in connection with Federal grants?

☒ Yes ☐ No ☐ Not Sure



**PROPERTY STANDARDS, PROCUREMENT STANDARDS,
AND TRAVEL POLICIES**

PROPERTY STANDARDS

20. Does your property management system(s) provide for maintaining: (1) a description of the equipment; (2) an identification number; (3) source of the property, including the award number; (4) where title vests; (5) acquisition date; (6) federal share of property cost; (7) location and condition of the property; (8) acquisition cost; & (9) ultimate disposition information?

☒ Yes ☐ No ☐ Not Sure

PROCUREMENT STANDARDS

21. Does your organization maintain written procurement procedures which (1) avoid unnecessary purchases; (2) provide an analysis of lease and purchase alternatives; and (3) provide a process for soliciting goods and services?

☒ Yes ☐ No ☐ Not Sure

22. Does your procurement system provide for the conduct to determine selection on a competitive basis and documentation of cost or price analysis for each procurement action?

☒ Yes ☐ No ☐ Not Sure

23. Does your procurement system include provisions for checking the "Excluded Parties List" system for suspended or debarred sub-grantees and contractors, prior to award? <https://www.sam.gov/>

☒ Yes ☐ No ☐ Not Sure

TRAVEL POLICY

24. Does your organization:

(a) maintain a standard travel policy? ☒ Yes ☐ No

(b) adhere to the Federal Travel Regulation? (FTR) ☒ Yes ☐ No

SUBRECIPIENT MANAGEMENT AND MONITORING

25. (For Pass-through entities only). Does your organization have controls in place to monitor activities of subrecipients, as necessary, to determine that Federal awards are used for authorized purposes in compliance with laws, regulations, and the provisions of the award and that performance goals are achieved (2 CFR200)?

☒ Yes ☐ No ☐ Not Sure

☐ N/A (Your organization does not make subawards.)

**STANDARDS FOR FINANCIAL MANAGEMENT SYSTEMS
AND APPLICANT CERTIFICATION**

I certify that the above information is complete and correct to the best of my knowledge. This document must be certified by the organization's Authorized Representative, Executive Director, Chief Financial Officer, Chairman of the Board of Directors, or similar position.

Name: Margaret Sarge

Date: June 1, 2016

Title: ☐ Executive Director ☒ Chief Financial Officer ☐ Chairman ☐ Other: _____

Phone: 256 - 427 - 5062 ext.

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

(See reverse for public burden disclosure.)

Approved by OMB

0348-0046

1. Type of Federal Action: <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance		2. Status of Federal Action: <input checked="" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award		3. Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____	
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: City of Huntsville, Alabama 308 Fountain Circle Huntsville, AL 35801 Congressional District, if known:			5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:		
6. Federal Department/Agency: Department of Justice			7. Federal Program Name/Description: Edward Byrne Memorial Justice Assistance Grant (JAG) Program FY 2016 Local Solicitation CFDA Number, if applicable: 16.738		
8. Federal Action Number, if known:			9. Award Amount, if known: \$ 168,369.00		
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):			b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.			Signature: Tommy Battle Print Name: Tommy Battle Title: Mayor Telephone No.: (256) 427-5000 Date: 6/23/2016		
Federal Use Only:			Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)		

OMB APPROVAL
NUMBER 1121-0140

EXPIRES 03/31/2016

STANDARD ASSURANCES

The Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Ex. Order 12372 (intergovernmental review of federal programs); and 28 C.F.R. pts. 66 or 70 (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the awarding agency or the Government Accountability Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.
4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61, and 63, and the award term in 2 C.F.R. § 175.15(b).
5. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).
6. It will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).
7. If a governmental entity:
 - a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
 - b. it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

Close Window

**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE CHIEF FINANCIAL OFFICER**

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Acceptance of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," 2 CFR Part 2867, "DOJ Implementation of OMB Guidance on Nonprocurement Debarment and Suspension," and 28 CFR Part 83, "Government-wide Debarment and Suspension," and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

Pursuant to Executive Order 12549, Debarment and Suspension, implemented at 2 CFR Part 2867, for prospective participants in primary covered transactions, as defined at 2 CFR Section 2867.20(a), and other requirements:

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Have not within a two-year period preceding this application been convicted of a felony criminal violation under any Federal law, unless such felony criminal conviction has been disclosed in writing to the Office of Justice Programs (OJP) at Ojpcompliancereporting@usdoj.gov, and, after such disclosure, the applicant has received a specific written determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the Government in this case.

(d) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and

(e) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. FEDERAL TAXES

A. If the applicant is a corporation, the applicant certifies that either (1) the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or (2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to OJP at Ojpcompliancereporting@usdoj.gov, and, after such disclosure, the applicant has received a specific written determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the Government in this case.

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

4. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 83, Subpart F, for grantees, as defined at 28 CFR Sections 83.620 and 83.650:

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 7th Street, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with

the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Close Window

File Upload Successful

Your file has successfully uploaded; however, your application is not completed. Please continue with your application.

The file name is **PROJECT ABSTRACT.docx**.

[Close](#)

File Upload Successful

Your file has successfully uploaded; however, your application is not completed. Please continue with your application.

The file name is **PROGRAM NARRATIVE.docx**.

Close

File Upload Successful

Your file has successfully uploaded; however, your application is not completed. Please continue with your application.

The file name is **BUDGET DETAIL & NARRATIVE.docx**.

Close

File Upload Successful

Your file has successfully uploaded; however, your application is not completed. Please continue with your application.

The file name is **DISCLOSURE OF HIGH RISK STATUS.docx**.

[Close](#)

File Upload Successful

Your file has successfully uploaded; however, your application is not completed. Please continue with your application.

The file name is **DISCLOSURE OF PENDING APPLICATIONS.docx**.

[Close](#)

File Upload Successful

Your file has successfully uploaded; however, your application is not completed. Please continue with your application.

The file name is **REVIEW NARRATIVE.pdf**.

Close

File Upload Successful

Your file has successfully uploaded; however, your application is not completed. Please continue with your application.

The file name is **MOU explanation.docx**.

[Close](#)

File Upload Successful

Your file has successfully uploaded; however, your application is not completed. Please continue with your application.

The file name is **FINANCIAL MANAGEMENT & SYSTEM OF INTERNAL CONTROLS QUESTIONNAIRE.pdf**.

[Close](#)

File Upload Successful

Your file has successfully uploaded; however, your application is not completed. Please continue with your application.

The file name is **DISCLOSURE OF LOBBYING ACTIVITIES.pdf**.

Close



Edward Byrne Memorial Justice Assistance Grant (JAG)
Program - Local Solicitation 2016-H3024-AL-DJ

[Application](#)[Correspondence](#)

Switch to ... ▼

Application Handbook **Submit Application**[Overview](#)[Applicant
Information](#)[Project Information](#)[Budget and
Program
Attachments](#)[Assurances and
Certifications](#)[Review SF 424](#)[Submit Application](#)[Help/Frequently
Asked Questions](#)[GMS Home](#)[Log Off](#)

Status	Requirement
Complete	Overview
Complete	Applicant Information
Complete	Project Information
Complete	Budget and Program Attachments
Complete	Certified to the Assurances and Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace
Incomplete	Submit Application



Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation 2016-H3024-AL-DJ



[Help/Frequently
Asked Questions](#)

[GMS Home](#)

[Log Off](#)

Submit Application

Your application for the Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation has been successfully submitted. You will no longer be able to edit any information submitted. However, you can log in any time to view the application information.

You will be contacted by the Program Office when your application is processed or any other action is required by you.

Doyle, Tamara

From: helpdesk@ojp.usdoj.gov
Sent: Friday, June 03, 2016 4:30 PM
To: Doyle, Tamara
Subject: Re: Application Number 2016-H3024-AL-DJ

Application Number 2016-H3024-AL-DJ was submitted on 03-Jun-2016